Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

School Code Master (SCM)

Authorized User

Frequently Asked Questions

May 2007

Questions?
e-mail: CEPI@michigan.gov
Contact: (517) 335-0505

Q: What is the School Code Master?

A: The School Code Master (SCM) is the state of Michigan's database of school directory information. The data maintained in the SCM are used for mandated data submissions to the state and federal government and are critical to fulfilling the requirements of the federal *No Child Left Behind Act of 2001* and the Michigan Department of Education's (MDE) accreditation initiative, *Education YES!*

School districts, public school academies (PSAs) and intermediate school districts (ISDs) must update the online SCM whenever district, school or ancillary facility information changes. As the official directory of districts, schools and facility information, the SCM links the Michigan Education Information System (MEIS) and Center for Educational Performance and Information (CEPI) data sets by the SCM school/facility code number. Updates include changes in the name of a school, contact information (e.g., administrator, address, area code, e-mail), address and grade-range adjustments, as well as requests for new school or ancillary facility numbers and permanent closings of schools.

When SCM records are out-of-date, data submission is more difficult. In addition, CEPI and MDE use the SCM e-mail addresses to communicate with school district administrators. In order to avoid any delays or complications with your data submissions, please regularly verify and update your district/PSA/ISD data in the SCM.

Each district, PSA and ISD should have at least one authorized user for the online SCM who can access the SCM regularly via the Internet to verify/edit official information. To identify the current authorized SCM user(s) for your district/PSA/ISD, send an e-mail request to CEPI@michigan.gov.

Q: I have just been put in charge of the SCM for my district/PSA/ISD. Where do I start?

A: A security agreement form must be completed and processed before you can access the SCM. Before completing the security agreement, you will need to obtain a Michigan Education Information System (MEIS) account number. An MEIS account is required to submit or edit data in the SCM. If you already have an MEIS account, do not create another account. If you do not have an MEIS account, go to www.michigan.gov/meis and click on the "MEIS" logo. Follow the instructions to create a new account. Be sure to write down and keep your MEIS account number, login name, and password in a secure location. Never share your password with others.

To obtain an SCM Security Agreement form, go to http://www.michigan.gov/cepi and click on "MEIS Data Services." At the next screen, click "School Code Master." At the next screen, click "School Code Master Security Agreement." Adobe Acrobat Reader must be installed on your computer in order to download and read this form.

If you do not have Adobe Acrobat Reader, click on the icon to take you to the Web site where you can download a copy. Once you have successfully installed Adobe Acrobat Reader, you will be able to open the School Code Master Security Agreement form and any other document posted to the Web as a PDF (portable document format).

Print the School Code Master Security Agreement, read the instructions, and complete the agreement. The district superintendent/PSA administrator must authorize individuals to access or

edit records in the SCM. Therefore, the agreement must be signed by the person accessing the SCM and by the district superintendent/PSA administrator.

Fax the completed and signed security agreement, as directed on the bottom of the form, to 517.335.0488. Allow three to four business days for processing. You will be notified by e-mail when you have SCM authorized user access. Your signed security agreement authorizes you to access and update the School Code Master. You will use your MEIS login name and password to access the SCM.

As you are new to the SCM, review the information provided in the various links on the SCM Web site at: www.michigan.gov/cepi. On the left, click "MEIS Data Services," then "School Code Master."

Before you access the SCM application, be sure you have read the "SCM User's Guide (Authorized Users)" and "How to Review and Update the School Code Master." These documents are accessed as indicated in the previous paragraph. To access the SCM, go to http://michigan.gov/scm. Click "Authorized User Login." Enter your MEIS login name and MEIS password. Districts/PSAs may "View/Edit all my schools/facilities."

Note: If you have additional questions, please send an e-mail message to CEPI@michigan.gov or call 517.335.0505. Please provide your name, district code, district name (if applicable), CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Q: **Who at my district/PSA can change or update information in the SCM?**

A: To identify the currently authorized users for the online SCM for your district/PSA, send an e-mail request to CEPI@michigan.gov. We recommend that this information be verified on a regular basis. Changes in staffing occur frequently throughout the school year.

Q: **How do I add a user to or remove a user from the SCM?**

A: Security agreements to add a user to or remove a user from the SCM can be found on CEPI's Web site at: www.michigan.gov/cepi. On the left, click "MEIS Data Services." On the left, again, click "School Code Master." In the center of the page, under "Update the SCM," click "School Code Master Security Agreement." To add a user, download and follow the instructions in the Security Form. To remove a user, download and follow the instructions in the Removal Request Form.

Q: **How does my PSA get a school code?**

A: Prior to receiving a school code, a PSA's authorizing/chartering agency must submit all the required paperwork for review in the PSA program office in the MDE. Once the paperwork has been received and approved by MDE, the request for a school code is filled, the record is entered into the SCM by CEPI, and the PSA program office notifies the PSA of the code(s). The PSA program office contact is Kim Sidel (sidelk@michigan.gov or 517.373.3345).

Q: How do I add or close a school for our PSA?

A: All PSA requests for new school code additions and closings, as well as school name, address, and grade changes must be submitted to the MDE PSA program office by the PSA's authorizing/chartering agency. Once the appropriate processes have been completed and the changes approved, MDE sends CEPI the approval to make the appropriate changes to the SCM.

Q: How do I access the SCM?

A: Once you have received the official e-mail notice indicating that your SCM Security Agreement has been processed and that you are an SCM authorized user, go to http://michigan.gov/scm/. In the upper right quadrant of the screen, click "Authorized User Login." Enter your MEIS login name and MEIS password. Districts/PSAs may click "View/Edit all my schools/facilities." A PSA must have its chartering agency contact the Public School Academy program office within the MDE to add or close schools/facilities. Local education agency (LEA) districts and ISDs will have links to "Add a school/facility" and "Close a school/facility."

Note: For additional assistance, you may wish to access the "SCM User's Guide (Authorized Users)" at http://www.michigan.gov/cepi/0,1607,7-113-986_10485---,00.html. If you have additional questions, please send an e-mail message to CEPI@michigan.gov or call 517.335.0505. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Q: I am an SCM authorized user and my name has changed. How do I change my login name for the SCM?

A: You need to create a new MEIS account (at http://www.michigan.gov/meis) and complete the appropriate SCM Security Agreement. You must also notify CEPI Customer Support at CEPI@michigan.gov to close your former MEIS account, by completing and faxing the MEIS Authorized User Removal Request Form. The removal form can be found on CEPI's Web site at: www.michigan.gov/cepi. On the left, click "MEIS Data Services." On the left, again, click "School Code Master." In the center of the page under "Update the SCM," click "School Code Master Security Agreement." Download, and follow the instructions in, the "Removal Request Form."

IMPORTANT: If you have access to other CEPI or MDE applications using an MEIS login/password, you will need to complete the appropriate security agreements for each application (e.g., SRSD, REP, FID, SID, AYP, MEGS, School Meals).

Q: What are my computer's browser and system requirements in order to access the SCM?

A: Internet Explorer (6.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use another browser to access CEPI applications, please be advised that these applications do not always function as well as they do in Internet Explorer. For example, many Netscape users report that pages format improperly or the appearance of data is not preserved when using the back and forward buttons. The problem is not with the CEPI application, but with

the functionality built inside the browser. To upgrade to the most recent version of Internet Explorer, click on: http://www.microsoft.com/windows/ie/default.asp.

For best performance, view the CEPI Web site with a monitor resolution of 800x600 or higher.

CEPI applications make use of pop-up windows to display important information to our users. If your computer has a pop-up blocker installed, it may prevent a CEPI application window from opening. Please review the "Pop-up Blockers" document at: http://www.mi.gov/documents/PopupBlockers_139284_7.pdf for further information. To review this document, Adobe Acrobat Reader must be installed on your computer. If you do not have Adobe Acrobat Reader, you may obtain a free copy at: http://www.adobe.com/products/acrobat/readstep2.html. Once you have successfully installed the Adobe Acrobat Reader, you will be able to open the "Pop-up Blockers" document and any other PDF (portable document format) file.

Q: **Are districts/PSAs required to report temporary school closings/delays in the SCM?**

A: The reporting of temporary school closings/delays (because of weather or other reasons) is an **optional** tool for public (kindergarten-12th grade) school administrators or their designated staff members. The public (parents, teachers, media, etc.) can access this information via the Internet. The media is not contacted by the application. Districts must continue to contact local media, even if they use the SCM to post temporary school closings and delays. All colleges/universities and non-public schools must contact their local media directly with any temporary school closings. For more information about this function of the SCM, please go to www.michigan.gov/cepi. On the left click on "MEIS Data Services," and then click on "School Code Master." In the center of the page, under "SCM Help," click on "School Closings (Weather and Other Delays) FAQs" to read and/or print the document.